

## MINUTES

### UNC PEMBROKE STAFF COUNCIL MEETING

University Center - Room 233

October 2, 2001

**Call to Order:** Mr. Randall Blue called the meeting to order at 3:00 p.m.

#### **Roll Call:**

**Members Present:** Randall Blue, Carol Hunt, Marla Locklear, Gary Strickland, Roger Killian, Valerie Deese, Debbie Jacobs, Linda Chavis-Hunt, Melissa Vance, Lawrence Locklear, Webster Smith, Sharlene Locklear, Sharon Campbell, Carlene Cummings

**Members Absent:** Cynthia Oxendine, Carolyn Parsons, Amelia Elk, Vivian Oxendine

**Approval of Minutes:** Randall Blue stated that a paragraph be omitted under the report for budget committee. It was approved by staff council and a revised copy will be made and submitted.

#### **Agenda Item: Treasurer's Report:**

The operating account (1-17089) has a balance of \$2,394.02 with \$7.98 spent for copy card. The restricted account (6-67003) has a balance of \$2,831.87 with an \$83.33 contribution noted which is a monthly occurrence. There was no expense activity.

#### **Agenda Item: Committee Reports**

**Scholarship Committee:** It was reported by Ms. Carlene Cummings the committee did not meet. Ila Killian was invited to share information on the scholarship budget and the proper procedure for making contributions. She stated there was a form that is available through the Foundation Office that can be completed for the contribution to be payroll deduction or it can be contributed all at one time. This can be done without an ending date or with an ending date. Ms. Killian reported that it is left up to the individual making the contribution. She reported that it is tax deductible but is not pre-taxed.

#### **Agenda Item: Committee Reports**

**Budget Committee:** It was reported the committee did not meet.

#### **Agenda Item: Committee Reports**

**Constitution Committee:** It was reported the committee did not meet.

#### **Agenda Item: Committee Reports**

**Election Committee:** It was reported that election day is November 6, 2001 from 8:00 a.m. - 3:00 p.m. A list of names of staff members who are willing to run was passed out. It was suggested that employees be able to submit their vote via staff council e-mail by 3:00 p.m. on Monday, November 5, 2001. Otherwise, anyone wishing to vote after 3:00 p.m. on Monday, would have to do so in person on election day, Tuesday, November 6, 2001. Roger Killian stated that we needed to include on the ballot a section for staff members to vote on whether or not someone should be hired, in the future, that does not have a high school diploma. It was agreed by staff council that this will be done. It was asked if staff council members could assist with working the booth on election day. Two people are required to be at the booth at all times.

**Agenda Item: Committee Reports**

**ERC Committee:** Melissa Vance reported that the ERC Yard Sale is set for Saturday, October 13, 2001, 7:00 a.m. - 12:00 noon. The ERC staff cookout will be Thursday, October 11, 2001 from 12:00 noon - 3:00 p.m.

**Agenda Item: Committee Reports**

**Publications Committee:** It was reported that the committee did not meet. Lawrence Locklear stated that updates to the website should be sent to him and he would update the site.

**Agenda Item: Committee Reports****Personnel Committee:**

Valerie Deese stated that the Personnel Committee did meet and they decided to scratch the departmental forum policy for the time being. The computer literacy and training policy will be reviewed.

**Unfinished Business:**

**Sno-Cone give away for Parent's Weekend** will be Saturday, October 13, 2001, from 11:30 a.m. - 1:30 p.m. Volunteers were asked to work. Marla Locklear suggested that Staff Council purchase aprons and get them embroidered with UNCP Staff Council to be worn when giving away Sno-Cones, serving food, etc., to give visualization to Staff Council. It was voted on and agreed upon unanimously to purchase the aprons and have them embroidered.

**Brochure for Staff Council** - Publications committee is to review a brochure from Appalachian State University to see if a similar brochure could be put together for UNCP Staff Council.

**Committee Budget Needs** - It was suggested by Roger Killian that each committee put together a proposal of the financial needs and present it to the budget committee so the committee could organize the finances for staff council and decipher what could/could not be purchased with the state funds versus restricted funds.

**Staff Council Goals** - Staff Council Goals were discussed individually to see what goals have been reached. It was suggested by Roger Killian that the goals be blown up and posted at each meeting as a reminder to staff council to work toward reaching the goals.

**New Business:**

**Staff Luncheon** - Will be on Wednesday, October 24, 2001

**Next Meeting**

Tuesday, November 8, 2001 at 3:00 p.m. in room 233.

**Adjournment**

Meeting adjourned at 4:40 p.m.

Respectfully submitted,

Marla Locklear, Secretary/Treasurer